

CARC/NADXA Field Day 2018 Responsibilities

I. Event Commander, Ron, KG7OH, (EC)

A. Responsibilities

1. The EC is responsible for the overall Field Day Event.
2. The EC may act as, or fill in, any or all of the positions of the Operations, Planning, Logistics or Finance Section Chiefs, the Safety Officer, the Liaison Officer, and the Public Information Officer.
3. The EC will develop and submit to the Incident Advisors and to the Document Unit Leader the following:
 - a) An advance copy of the Event Organization Chart and Responsibilities.
 - b) A final copy of the Event Organization Chart and Responsibilities to the Section Chiefs and other stake-holders.
4. The EC is responsible for getting credit for bonus points
 - a) by initiating an official message to the Section Manager.
 - b) message handling 10 messages.
 - c) web submittal of the score.

II. Event Advisors and Officers

1. Event Advisor(s), Joe, W7LUX and Scott KY7A, (EA) General Responsibilities:

Each Incident Advisor will review all plans, advising and giving advice to the EC, Section Chiefs, Station Managers, and Unit Leaders for everything relevant to the Field Day Event. This includes but is not limited to safety, operation, fun, grounding, set-up, RFI, participation, winning, finance, activities, scoring, good will, promoting ham radio.

2. Officer Positions

a. Public Information Officer, Dan , N7YIQ, (PIO)

- 1) The PIO will develop and release information about the incident to the news media, incident personnel, and other appropriate individuals, agencies, and organizations.
- 2) The PIO will invite elected officials and agency representatives to attend the event.
- 3) The PIO will submit copies of all released information to the Document Unit Leader.
- 4) The PIO is responsible for bonus points related to media publicity.

b. Liaison Officer, Tom, KY7WV (LO)

- 1) The Liaison Officer is responsible for serving as the point of contact for assisting and coordinating activities between

the EC and various agencies and groups, including but not limited to the Oro Valley Radio Club, the Cochise County Radio Club, and all government agencies including but not limited to the local fire department, the local police department, and the sheriff's office.

c. **Safety Officer, Bob, KF4RKS (SO)**

1) The Safety Officer will assess and/or anticipate hazardous and unsafe situations, develop and implement measures that assure the personal health and safety of the volunteers and visitors.

2) The SO will use the ARRL Field Day Safety Officer Checklist to ensure bonus points.

3) The SO will immediately notify everyone in the area of unsafe or potentially unsafe conditions and inform them that they should not continue until the safety concern is resolved.

4) The SO will submit all documentation to the Document Unit Leader.

III. Incident Sections

A. Operations Section

1. **Operations Section Chief , Tom, KY7WV (OSC)**

a. The OSC will create the following Stations and will act as, or fill, the associated position of **Station Manager** for the following stations and:

1) SSB - **Bob, NF7E, SM**

2) CW - **Paul, N6MA, SM**

3) Digital - **Tom, KY7WV, SM**

4) GOTA - **Erv, KF7QFI, SM**

5) Free VHF (6 Meters) - **Janice, KI6WCK, SM**

6) Talk-In - **Bill, KG7 TPM and Mary Lou, KG7TPK, SM**

7) Emergency Power - **Tom, KY7WV, SM**

b. The OSC will ensure that damage is not caused to underground utilities with stakes and rods that are driven in the ground.

c. The OSC will coordinate all of the club's radio station site locations with the Facilities Unit Leader and the Station Managers to ensure the least interference and best possible overall score.

d. The OCB will coordinate band plans and operating schedules and all activities with the Station Managers.

e. The OSC will review the previous year's statistics (provided by the Document Unit Leader) and coordinate with the Station Managers to establish targets for 2018 contacts.

f. The OSC will report each operating station's target to the Document Unit Leader.

- g. The OSC will coordinate the operation of an emergency power station and an alternate power stations for points as described in paragraph 7.3.1, 7.3.8, 7.3.9, 7,3,13 and 7.3.13.2 of the rules.

2. **Station Manager(s) Listed above.**

- a. A Station Manager will provide for the safety of all people in and around their station area including the area where antennas are erected.
- b. A Station Manager will acquire, set up, operate, and take down their station, including their shelter, power source, tooling, antennas, radios, equipment, operators, schedules, personal protective equipment, fire extinguisher and first aid kit.
- c. A Station Manager may use a recruiter to obtain enough operators to fill their schedule. This is especially true for the GOTA Station Manager. All operators licensed in the last year or generally inactive hams should be contacted prior to Field Day with an invitation to operate. Unlicensed visitors may also operate the GOTA station for points and bonus points.
- d. A Station Manager will coordinate operating activities as need on 2 Meters (see the section on Communication Unit Leader).
- e. A Station Manager will keep an accurate log of all contacts made with their station.
- f. A Station Manager will submit paper logs to the Document Unit Leader.
- g. A Station Manager will return computers with logs to the Computer Logging Coordinator.
- h. A Station Manager will police their entire station area before leaving the site to ensure everything is picked up and left in at least as good a condition as it was found.

B. Planning Section

1. **Planning Section Chief , Glen, KG7YDJ, PSC**

- a. The Planning Section Chief will create the following units and will act as, or fill, the Unit Leader position for each unit:

- 1) Photography Unit
- 2) Activities/Displays Unit Leader
- 3) Document Unit

2. Planning Section Units

a. **Photography Unit Leader - Ken, KF7DUR, PUL**

- 1) The Photography Unit Leader will provide photo documentation of the setup, operation, and take-down of the entire event and of each bonus point activity, visitor, or display. The list of bonus points will be provided to the Photography Unit Leader by the Document Unit Leader.

2) The Photography Unit Leader will provide digital copies of the photo documentation to the Documentation Unit Leader and to the CARC and NADXA clubs' Webmasters.

b. Activities/Displays Unit Leader, Dawnelle, KF7LTR A/DUL

1) The Activities/Displays Unit Leader will coordinate the locations of all activities and displays, other than operating stations, with the Facilities Manager. Suggested displays include CERT, SAR, MARS, ARES, Skywarn, NWS, APRS, Digital, Public Service(races), charities, emergency power, balloon launch pictures/displays, Ham Radio Display, QSL cards.

2) The A/D UL will insure we have a public information table so we will get bonus point credit per the rules paragraph 7.3.4.

3) The A/D Unit Leader will provide a list of activities in advance to the PIO.

4) The A/D Unit Leader will provide a list of activities, with scheduled times, to be posted on site at the Information Booth.

5) The A/D Unit Leader will police the entire area before leaving the site to ensure everything is picked up and left in at least as good a condition as it was found.

c. Document Unit Leader, Ron, KG7OH, DUL

1) The Document Unit Leader (DUL) will act as, or fill, the position of Computer Logging Coordinator.

2) The DUL will collect and file for reference, all documentation created in the event.

3) The DUL will forward all pertinent documents to the IC in a timely manner.

4) The DUL will maintain at the Public Information Table the following:

- a) Visitors' Log
- b) Volunteer Sign-in /Sign-out Log
- c) Current copy of the ARRL Field Day Rules
- d) Activities schedule
- e) Incident location maps for visitors.

5) The DUL will provide copies of the current Field Day Rules and ARRL/RAC Section Abbreviation List to the Operations Chief for each operating station.

6) The DUL will provide previous years statistics to the Operations Chief.

7) The DUL will coordinate the bonus point check list and those responsible for achieving the bonus points.

8) The DUL will provide each person responsible for bonus points a copy of the bonus point section of the rules (Section

7.3.x) and supplemental information regarding their area.

9) The DUL will provide copies of blank ARRL Radiograms as needed for bonus point credit.

10) The DUL will submit the ARRL Field Day entry via the www.b4h.net/cabforms website.

2) Computer Logging Coordinator

a) The CLC will acquire, program, and set-up computers for logging contacts made by the SSB, CW, and Digital stations during Field Day.

b) The CLC will collect the computers with logs and submit the logs to the Document Unit Leader.

C. Logistics Section

1. **Logistics Section Chief, Ron, KG7OH , LSC**

a) The LSC will act as, or fill, the following positions and direct their activities:

- 1) Food Service Manager
- 2) Medical Unit Leader
- 3) Facilities Unit Leader
- 4) Communications Unit Leader

2. Logistics Section Units

a) **Food Service Manager, Julie, KI7TNF, FSM**

1) The FSM will obtain quotes/estimates for food/drink expenses.

2) The FSM will obtain approval for expenditures per the club's Constitution and Standard Operating Procedures.

3) The FSM will provide chilled bottled water at the event for all volunteers and visitors for the entire event.

4) The FSM will provide a Saturday evening meal.

5) The FSM will collect and forward any omen and/or receipts to the Finance Section Chief.

b) **Medical Unit Leader, Bob, KF4RKS MUL**

1) The MUL will ensure that each operating station has a first-aid kit.

2) The MUL will provide access to a centrally located first-aid station with an AED (Automatic Electric Defibrillator).

3) The MUL will provide volunteers trained in CPR.

4) The MUL will provide signs with directions to the first-aid station.

c) Facilities Unit Leader

1) The FUL will secure a facility to be used for this event that is open to the public.

2) The FUL will coordinate and approve the location for setup of all activities at the Field Day location.

e) **Communications Unit Leader, Bill, KG7TPM and Mary Lou, KG7TPK CUL**

- 1) The CUL will obtain permission from ARA to use the 146.98 Mt. Elden Repeater as a "Talk-In" station during this event.
- 2) The CUL will setup and coordinate the operations of the Communications Unit radio equipment.
- 3) The CUL will inform the "Ham Radio Community" and Field Day Operating Stations of the frequencies to monitor (See list below).
- 4) The CUL will monitor the frequencies to be used for the CARC/NADXA 2018 Field Day and disseminate important announcements on the other frequencies as needed. (See Appendix A).
- 5) The CUL will complete and submit to the Document Unit Leader an ICS (Incident Radio Communications) Form 205 before the beginning of the event and ICS Form 214 to the IC after the 2018 Field Day has concluded. (Appendix B & C).
- 6) (Optional) The CUL will monitor band activity and report useful information to operating stations.
- 7) The CUL will notify the event photographer when elected officials and agency representatives arrive on site.

D. Finance Section

1. **Finance Section Chief , Pat, KF7QFG, FSC**

- a. The FSC will monitor expenditures and costs related to the 2018 Field Day.
- b. The FSC will provide accounting, procurement, expenditure approval, and cost analyses per the CARC Constitution and Standard Operating Procedures.